



Office of Human Capital  
Management

# CAREER OPPORTUNITY

## ADMINISTRATIVE RESOURCES COORDINATOR GS-0301-11/12

**ANNOUNCEMENT NO.:** 04D-576-ES

**OPENING DATE:** 06/17/2004

**CLOSING DATE:** 06/30/2004

Applications **must** be received by the closing date

**POSITION:** Administrative Resources Coordinator, GS-0301-11/12  
(The Full Performance Level of the position is GS-12)

**SALARY:** GS-0301-11: \$52, 985 - \$68, 879 per annum (includes 20.05% locality pay adjustment)  
GS-0301-12: \$63, 505 - \$82, 554 per annum (includes 20.05% locality pay adjustment)

**LOCATION:** Los Angeles Regional Office, Office of The Regional Administrator (Glendale, California)

**AREA OF CONSIDERATION:** All Recruiting Sources

**Competitive Status is not required**

**US Citizenship is required**

**This position is a permanent position with a full-time work schedule**

**Relocation Expenses are NOT authorized**

**This position is designated as regular funded**

### DUTIES

The position is located in the Los Angeles Regional Office of Region IX of the U.S. Small Business Administration. The incumbent's overall responsibilities include performing projects and/or studies, planning, advising on and administering budgets, personnel, supplies and property management, equipment, space management, information resource management for the office. Incumbent performs special studies and projects as assigned by the Regional Administrator. These studies/projects include but are not limited to: loan program/goals analysis of each district office; work flow analysis; workforce utilization; management surveys; space and communications analysis; and methods and procedures analyses as they related to Standard Operating Procedures (SOP) requirements. Incumbent is responsible for the management (obtaining, compiling and summarizing, narrative information and data) of budget allocations. Responsible for the procurement of supplies and services to meet the needs of the Regional Office and programs. Incumbent is responsible for all personnel and payroll administration for the Regional Office. Responsible for the administrative property management programs for the Regional Office, which includes the maintenance and control of all property records and periodic inventory control of all accountable property. Maintains and updates the Regional Office Execution Scorecard.

### MINIMUM QUALIFICATION REQUIREMENTS

The following is an excerpt from the OPM Qualification Standards Handbook for General Schedule Positions. These standards are available in most Personnel Offices for review. Applicants must have one year of specialized experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the

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position; such as providing a wide range of administrative, program management, and organizational projects related to management improvements and control. Specialized experience must have been at least equivalent to the next lower grade level in the Federal service. Experience may have been gained in the public or private sector.

If you are a current Federal employee applying for consideration under SBA's Merit Promotion and Placement Plan, you must meet the qualifications and time-in-grade requirement within 45 days of the vacancy announcement closing date.

### **QUALITY RANKING FACTORS (QRFs)**

Using information provided within your application/resume, the Office of Human Capital Management (OHCM) will determine if you meet qualification requirements. If you are found to be qualified, responses to the following QRF's will be used to **rank** your experience. The ranking process is used to distinguish the "best qualified" applicants from "qualified" applicants. To receive full credit when addressing QRFs, applicants should submit a narrative description of their experience, education, training, etc, relative to each QRF. Be specific and limit responses to no more than one page per factor. Each factor **must** be addressed individually and separate from your application/resume. Failure to address the following QRFs may result in not receiving full consideration for the position. Please provide information in the following order:

1. Ability to gather, compile, and summarize data for reports/studies.
2. Skill in the identification, analysis, and resolution of issues related to administrative service.
3. Ability to set up a system of office controls which efficiently monitors the status of incoming and outgoing correspondence, reports, and other periodic action items.
4. Ability to establish effective working relationships with individuals both within and outside the immediate organization or Agency.
5. Ability to communicate in writing.

### **OTHER INFORMATION:**

SBA is an Equal Employment Opportunity Employer.

If selected, you will be required to provide documents proving that you are eligible to work in the United States.

If you are a male born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Satisfactory completion of a background investigation is required for issuance of a security clearance.

An employee selected from a competitive register must serve a one-year probationary period and may be terminated because of work performance or conduct during this period or for failing to demonstrate fitness or qualifications for continued employment (5 CFR 315.804).

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 U.S.C. 55A). The information is used to determine qualifications or employment, and is authorized under Title 5 of the United States Code Sections 3302 and 3361.

### **HOW TO APPLY:**

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

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Individuals who are current career or career-conditional employees in the Federal service or are eligible for reinstatement to the Federal service (check <http://www.usajobs.opm.gov/faqs.asp> to see if you are eligible) have competitive status and may be considered under both competitive examining and SBA's Merit Promotion and Placement Plan. (A copy of an SF-50 reflecting competitive status **must** be submitted with your application/resume in order to be considered as a status employee.)

Status applicants who wish to be considered under both procedures **must** submit two complete applications. When only one application is received from a status applicant, it will be considered under SBA's Merit Promotion and Placement Plan only.

Individuals who are eligible for noncompetitive consideration under a special appointing authority (e.g., 30 percent compensable veterans, severely disabled persons, persons eligible under the Veterans Recruitment Appointment (VRA) may apply. Applicants who wish to be considered under a special appointing authority as well as under the competitive examining procedures must submit two complete applications. When only one application is received from a noncompetitive eligible, it will be considered under the special appointing authority only. More information on special appointing authorities is available at <http://www.opm.gov/veterans/index.asp> (Veterans); [http://www.opm.gov/disability/appempl\\_3-11.asp](http://www.opm.gov/disability/appempl_3-11.asp) (Disability); <http://www.opm.gov/employ/luevano.htm#Outstanding> (Outstanding Scholar Program).

Veteran preference eligibles and veterans honorably separated from the armed forces after substantially completing 3 years or more of continuous service may apply. You must indicate on your application or resume that you are eligible under the Veterans Employment Opportunity Act (VEOA), as amended, and include proof of your veteran's preference or military service.

Individuals who do not have competitive status and who are not eligible under a special appointing authority will be considered under competitive examining procedures only. Status employees who do not submit documentation to reflect competitive status, will be considered under competitive examining procedures only.

Veteran preference only applies to applications applying under competitive examining procedures. You must attach a copy of your DD-214 to your application in order to receive veterans' preference. Information about veteran preference is available at <http://www.opm.gov/veterans/index.asp>.

The time-in-grade requirement only applies to current Federal employees applying under SBA's Merit Promotion and Placement Plan.

You may use any written format you choose to apply for this position. However, your application or resume must provide your **Social Security Number** as well as all of the items listed in Optional Form (OF) 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.asp>). Only your application or resume will be used to determine if you meet the minimum qualifications for the job and the grade level(s) for which you are qualified. If your application or resume does not include the required information, you will lose consideration for the job. You should also submit:

- Supplemental statement that provides examples of your experience which address the Quality Ranking Factors (QRFs) used in the ranking process. The supplemental statements must address all the QRFs described above. **The factors must be addressed individually and may not exceed one page per QRF.** If the supplemental statement exceeds one page per QRF, only the first page of each factor will be considered in the evaluation process.
- If you are a current Federal employee, your most recent annual performance appraisal.
- If you are a current or former Federal employee, your most recent SF 50, Notification of Personnel Action reflecting your highest competitive grade held and status.
- If you claim 5-point veteran preference, submit your DD Form 214, Certificate of Release or Discharge from Active Duty.
- If you claim 10-point veteran preference, submit a SF 15, Application for 10-Point Veteran Preference and the proof as required by that form. The SF 15 is available at <http://www.opm.gov/forms/index.htm>.

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If you are applying for special selection priority under SBA's Career Transition Assistance Plan (CTAP) (open to surplus SBA employees only) or the Interagency Career Transition Assistance Program (ICTAP) (see <http://www.opm.gov/ctap/> for eligibility requirements), you must submit one of the following as proof of your eligibility: reduction-in-force (RIF) separation notice; Notification of Personnel Action (SF 50) showing separation by RIF or removal for declining a directed reassignment or transfer of function outside the local commuting area; certificate of expected separation or other notice that you are a surplus employee or eligible for discontinued service retirement; notice from a Federal agency that your injury compensation has been or is being terminated and that it cannot place you; notice from the Office of Personnel Management terminating your disability annuity; or notice from the military or National Guard that you retired under 5 USC 8337(h) or 8456.

If you are eligible for special selection priority based on RIF, declining a directed reassignment or transfer of function outside the commuting area, retiring on the effective date of a RIF or retiring under the discontinued service retirement option, you must also submit a copy of the Notification of Personnel Action (SF 50) which shows the promotion potential of the career or career-conditional position from which you have been or will be separated and a copy of your last performance rating of record.

If you are applying for special selection under the Federal Employment Priority Consideration Program for Displaced Employees in the District of Columbia Department of Corrections or Interagency Career Transition Assistance for Displaced Panama Canal Zone Employees, you must submit a copy of your RIF separation notice.

To be found well-qualified for special selection priority by the Small Business Administration, you must meet the minimum qualification requirements for the position, including any selective factors, and receive at least two-thirds of the total possible points for the Quality Ranking Factors.

All applications must be **received** in the Office of Human Capital Management by the closing date of this announcement. Only material requested by the announcement will be used to rate your application. Your application will NOT be returned to you. Application packages should be delivered to:

U.S. Small Business Administration  
Attn: Edward Schneider, Annc. #04D-576-ES  
Office of Human Capital Management  
Personnel Services Division  
721 19<sup>th</sup> Street, Suite 392  
Denver, CO 80202

Applications will be accepted from faxes. Applications may be faxed to the attention of Edward Schneider at 202-481-5867 (please call Edward Schneider at 303-844-7798 to confirm receipt). Applications may be forwarded as attachments to e-mails and sent to the SBA HR mailbox at [denverhrjobapplications@sba.gov](mailto:denverhrjobapplications@sba.gov). Please do not attempt to transmit elaborate forms or complex fonts. Documents in "Word" attached to your e-mail will be most easily retrieved in our office. Please include the vacancy announcement number in the subject line of your e-mail. Please indicate in your e-mail whether additional documents (e.g., performance appraisal and SF 50) will be faxed.

## **EVALUATION CRITERIA**

If you meet the minimum qualification requirements, you will be evaluated on:

Quality Ranking Factors (all applicants)  
Training completed in the last 5 years (for Merit Promotion only)  
Awards received in the last 3 years (for Merit Promotion only)  
Your most recent annual performance rating of record (for Merit Promotion only)  
Veteran preference (for Competitive Examining only)

## **WHERE TO GET ADDITIONAL INFORMATION**

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The Optional Application for Federal Employment (OF 612) is available at <http://www.opm.gov/forms/html/of.asp>.

The SBA provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the person named above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. Hearing impaired individuals who need assistance may call the Federal Information Relay Service at 1-800-877-8339.

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